

# Maintenance Foreman

Dept: Maintenance

FLSA Status: Non-Exempt

## General Definition of Work

Performs intermediate skilled trades work supervising maintenance and housekeeping staff, ensuring that duties are being completed, creating and maintaining reports, and related work as apparent or assigned. Work is performed under the general direction of the Maintenance Supervisor. Continuous oversight is exercised over all personnel within the team.

## Qualification Requirements

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.*

## Essential Functions

- Ensures safe and clean working environments.
- Assists with training employees on safety procedure and processes.
- Assists with the signing needs for the County.
- Assists with hiring, scheduling and supervising of maintenance staff; evaluates and inspects work.
- Maintains records and prepares records and reports of work completed.
- Performs the duties of the Maintenance Technician.
- Delivers and sets up polling equipment; assists with teaching poll workers how to operate polling equipment, coordinates the pickup and delivery of elections equipment.
- Abides by, enforces and participates in the implementation and ongoing oversight of Randolph County Government safety standards and regulations.

## Knowledge, Skills and Abilities

Thorough knowledge of the methods, materials, tools and equipment used in building maintenance and repair; thorough knowledge of the hazards and safety precautions associated with type of work assigned; thorough skill using hand and power tools of the trade; thorough skill operating standard computer equipment and applicable hardware and software; ability to recognize and diagnose problems; ability to follow oral and written instructions; ability to direct and supervise staff; ability to make arithmetic computations using whole numbers, fractions and decimals; ability to compute rates, ratios and percentages; ability to give directions, both orally and in writing; ability to understand and apply governmental accounting practices in maintenance of financial records; ability to supervise the work of others; ability to make decisions within scope of responsibility; ability to maintain records; ability to establish and maintain effective working relationships with staff, vendors and the general public.

## Education and Experience

High school diploma or GED and three to five years experience working in a maintenance supervisory role, or equivalent combination of education and experience.

## Physical Requirements

This work requires the frequent exertion of up to 10 pounds of force and occasional exertion of up to 100 pounds of force; work frequently lifting and occasionally requires standing, walking, sitting, speaking or hearing, using hands to finger, handle or feel, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and repetitive motions; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, operating machines, operating motor vehicles or equipment and

# Maintenance Foreman

observing general surroundings and activities; work occasionally requires wet, humid conditions (non-weather), working near moving mechanical parts, working in high, precarious places, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to outdoor weather conditions, exposure to the risk of electrical shock, exposure to vibration and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work is generally in a moderately noisy location (e.g. business office, light traffic).

## Special Requirements

- Forklift Operator certification.
- Valid driver's license in the State of North Carolina within 60 days of employment.

## Competencies

**Leading with Integrity:** Exhibits ethical and moral behavior in everyday business conduct; Earns trust of others by; disclosing information and admitting mistakes; Recognizes and resolves ethical questions; Ensures organizational ethics are widely understood; Encourages open discussion of ethical issues; Creates an environment that rewards ethical behavior

**Negotiation Skills:** Clarifies interests and positions of all parties; Adjusts tactics to achieve desired results; Manages conflict, manipulation, and strong emotions; Develops alternative options for mutual gain; Builds consensus through give and take

**Managing Customer Focus:** Promotes customer focus; Establishes customer service standards; Provides training in customer service delivery; Monitors customer satisfaction; Develops new approaches to meeting customer needs

**Quality Management:** Fosters quality focus in others; Sets clear quality requirements; Measures key outcomes; Solicits and applies customer feedback; Improves processes, products, and services

**Team Leadership:** Fosters team cooperation; Defines team roles and responsibilities; Supports group problem solving; Ensures progress toward goals; Acknowledges team accomplishments

**Change Management:** Develops workable implementation plans; Communicates change effectively; Builds commitment and overcomes resistance; Prepares and supports those affected by change; Monitors transition and evaluates results

**Managing People:** Defines responsibilities and expectations; Includes subordinates in planning; Takes responsibility for subordinates' activities; Makes self available to subordinates; Provides regular performance feedback; Develops subordinates' skills and encourages growth; Sets goals and objectives; Motivates for increased results; Recognizes contributions of others

## Maintenance Foreman

I have read and understand my job responsibilities as outlined in this job description and will abide by and follow these duties.

## Maintenance Foreman

\_\_\_\_\_  
Employee Name (Printed)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Manager Name (Printed)

\_\_\_\_\_  
Manager Signature

\_\_\_\_\_  
Date